ASSISTANT PROFESSOR FIRST APPOINTMENT

Term: ~ 4 years
Start date:
   SOM track: usually 1 July
   BSD track: July - October is common, but year-round
Content of recommendation: candidate's CV and statements, chair's letter, letters of reference, up to 3 scholarly works (if available), learner evaluations (if available); https://bsdacademicaffairs.uchicago.edu/page/appointments
Appointment recommendation due: The earlier of: (a) 5 weeks before the start date or (b) 3 months after the CLO is signed.
Academic review committee: None
Other review: Dean or Dean's delegates, Provost or Provost's delegates
Notification: when approved

ASSOCIATE OR FULL PROFESSOR FIRST APPOINTMENT

Start date: as needed
Term:

   SOM track: 5 years
   BSD track: tenured (i.e., no end date)
Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, letters of reference, learner evaluations (if available); https://bsdacademicaffairs.uchicago.edu/page/appointments and
   SOM track: up to 5 exemplary products (publications or other materials as appropriate for the job description)
   BSD track: up to 5 exemplary works that have been published or accepted for publication, usually letter from BSCD Master
Appointment recommendation due: at least 7 weeks before start date, except by pre-arrangement
Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). Meets every 2-4 weeks. Reserve slot: https://bsdacademicaffairs.uchicago.edu/page/requesting-coap-dates
Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels
Notification: when approved
ASSISTANT PROFESSOR RE-APPOINTMENT

SOM track
Term: 4 years; less OK if justified
Start date: usually 1 July
Content of recommendation: candidate's CV and statements, chair's letter, up to 3 scholarly
works (if available), learner evaluations; https://bsdacademicaffairs.uchicago.edu/page/9030-som-track-assistant-professor-reappointment
Appointment recommendation due:
First reappointment: autumn of final year
Subsequent reappointments: ~3 months before start of final year

Academic review committees:
All: COROAP (Committee on Reappointment of Assistant Professors, comprising the vice chairs for academic affairs)
Clinician-scholars [with > 40% time protected for scholarship]: ACAP (Advisory Committee on Assistant Professors, a standing committee of 10 full professors)
Other review: Dean or Dean's delegates, Provost or Provost's delegates
Notification: if approved, usually mid-December
if disapproved, we aspire to 1 year in advance of the end date

BSD track
Term: 3 years unless extended by 'stop the clock'
Start date: same month as original start date
Appointment recommendation due date:
Content of recommendation: candidate's CV and statements, chair's letter, up to 5 exemplary works that have been published or accepted for publication, usually letter from BSCD Master, learner evaluations;
https://bsdacademicaffairs.uchicago.edu/page/promotion-9012-bsd-track-associate-professor

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<th>Start month</th>
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ASSISTANT PROFESSOR "5th-YEAR" ADVISORY REVIEW

SOM track
Clinician-educators (with < 40% time protected for research): not required
Clinician-scholars (with >40% time protected for research): same as BSD track [below], but in second half of 5th year.
https://bsdacademicaffairs.uchicago.edu/page/acap-fifth-year-review-assistant-professors-som-track

BSD track
Timing: first half of fifth year (requires scheduling when candidates can meet with committee, so exact date is unpredictable.
Content of recommendation: candidate's CV and research statements, brief memorandum from department
https://bsdacademicaffairs.uchicago.edu/page/acap-fifth-year-review-assistant-professors-bsd-track
Additional: candidates present and discuss "what will get me promoted" with committee

Academic review committee: ACAP (Advisory Committee on Assistant Professors, a standing committee of 10 full professors)
Other review: Dean or Dean's delegates
Outcome: advisory letter from the committee to the assistant professor, first shared via the chair and then sent to the assistant professor
PROMOTION TO ASSOCIATE PROFESSOR

SOM TRACK

Start date: as needed, but suggest at least one month after the COAP meeting.
Term: 5 years
Due date:
Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, letters of reference, internal attestations (if any), learner evaluations (if available), and up to 5 exemplary products (publications or other materials as appropriate for the job description);
https://bsdacademicaffairs.uchicago.edu/page/promotion-9032-som-track-associate-professor
Appointment recommendation due: at least 7 weeks before start date, except by pre-arrangement
Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). Meets every 2-4 weeks. Reserve slot: https://bsdacademicaffairs.uchicago.edu/page/requesting-coap-dates
Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels
Notification: when approved

BSD TRACK: PROMOTION AND TENURE

Start date: 6.5 months after the notice date:
Appointment recommendation due date:
Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, up to 3 scholarly works (if available), letter from BSCD Master, learner evaluations;
https://bsdacademicaffairs.uchicago.edu/page/promotion-9012-bsd-track-associate-professor

Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). No need to reserve date unless early promotion is planned.
Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels
Notification: see above chart

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BSD TRACK: PROMOTION WITHOUT TENURE: same as above except:
    Start date: 6.5 months after notice date (see table above)
    Term length: 3 years
    Work that has not been accepted for publication may be submitted
    Additional materials required: list of publications and grant awards expected in the tenure case. For expected publications specify target journal, target submission date, and 1-2 sentence expected major findings. For expected grant awards provide expected funded source, approximate date when status of application will be known, and 1-2 sentences summarizing specific aims.

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR
    Start date:
        SOM track: as needed, but suggest at least one month after COAP meeting.
        BSD track: the next July 1st after the COAP meeting
    Term:
        SOM track: 5 years
        BSD track: n/a (already tenured)
    Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, letters of reference, internal attestations (if any), learner evaluations (if available), and up to 5 exemplary products (publications or other materials) since promotion to associate professor; https://bsdacademicaffairs.uchicago.edu/page/promotions
    Appointment recommendation due: at least 7 weeks before start date, except by pre-arrangement
    Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). Meets every 2-4 weeks. Reserve slot: https://bsdacademicaffairs.uchicago.edu/page/requesting-coap-dates.
    Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels
    Notification: when approved
TENURE ONLY, OR PROMOTION FROM ASSOCIATE PROFESSOR SOM TO PROFESSOR BSD

UNTENURED BSD TRACK ASSOCIATE PROFESSORS:
Same as " BSD TRACK: PROMOTION AND TENURE " above, except that due date is 15 months in advance of the term end date.

SOM track:
No change in rank: Same as " BSD TRACK: PROMOTION AND TENURE " above
Promotion to Professor and tenure: same as 'PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR' above, except that exemplary works must have been published or accepted for publication.